

**TRI-COUNTY COMMUNITY COUNCIL, INC.**  
**P.O. BOX 1210; 302 NORTH OKLAHOMA STREET**  
**BONIFAY, FL 32425**

**MINUTES**  
**BOARD OF DIRECTOR'S MEETING**  
**October 13, 2022**

Tri-County Community Council, Inc., Board of Directors met on Thursday, October 13, 2022, at 5:00 p.m. via conference call due to COVID-19 and to practice social distancing.

The meeting was called to order by Ron Kelley, Chair. Invocation was given and the Pledge of Allegiance was recited.

The roll was called and a quorum declared with eleven members present.

<u><b>PRESENT</b></u>	<u><b>SECTOR</b></u>	<u><b>PRESENT</b></u>	<u><b>ABSENT</b></u>	<u><b>STAFF</b></u>
Alan Bush	Public	[X]	[ ]	Joel Paul
Rickey Callahan	Private	[ ]	[X]	Sharon Kent
Pam Chapman	Public	[ ]	[X]	Heather Craft
Edward Crutchfield	Low-Income Elected	[X]	[ ]	Hope Sharpe
Jeri Faircloth	Low-Income Elected	[X]	[ ]	Kim Gillis
Suzan Gage	Low-Income Elected	[ ]	[X]	Angie Moore
Danny Glidewell	Public	[ ]	[X]	
Anita Halling	Private	[ ]	[X]	
Russ Henderson	Private	[X]	[ ]	
Andrew Hill	Public	[ ]	[X]	
John Hofstad	Public	[X]	[ ]	
Ron Kelley	Private	[X]	[ ]	
Patricia Latson	Low-Income Elected	[ ]	[X]	<b>GUEST</b>
Alex McKinnie	Public	[X]	[ ]	
Phillip Music	Public	[X]	[ ]	
Malcolm Nelson	Private	[X]	[ ]	
Anthony Pilot	Low-Income Elected	[ ]	[X]	
Bruce Smith	Low-Income Elected	[X]	[ ]	
Howard Vanselow	Low-Income Elected	[X]	[ ]	
 <u><b>ATTORNEY</b></u>				
Jeff Carter		[X]	[ ]	

Russ Henderson made motion to approve the roll call and Alan Bush seconded. Motion carried.

**AUGUST 2022 BOARD MINUTES** - the minutes were reviewed. Edward Crutchfield made motion to approve the minutes and Phillip Music seconded. Motion carried.

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**FINANCE COMMITTEE REPORT** - presented by Heather Craft, CFO in the absence of Rickey Callahan, Chair.

**Financial Status Reports** - The final reports for FY ending 9/30 are temporary due to closing out the books. There will be a final year-end report in November.

**Balance Sheet** - this report was reviewed reflecting the financial position of the agency. Information shows assets we have and liabilities we owe.

**Credit Card Purchases** - the committee also reviewed the credit card purchases and stated there were no odd purchases. The fuel bill has increased as expected. We also had some extra Lowe's expenses due to finishing up DRSF projects and some floor repair in the Early Head Start building.

**ANNUAL AGENCY BUDGET** – projected revenue and expense for the upcoming year.

**TD Non-Sponsored Grant Cash Match Report** - anticipate the 10% match will be met at the end of contract.

**ATTORNEY RFQ** – one response to the RFQ which was Mr. Jeff Carter, our current attorney. His monthly retainer and fees remained the same.

**ANNUAL INCENTIVE** - based on most recent employee evaluation. Last year the board granted \$500 per employee based on status and time in service. We anticipate it going back to \$300 next year due to loss of COVID, ARP, and related funding. All programs have the available funds in their budgets. Overall estimated cost will be \$52,000.

Ron Kelley thanked Heather for the report and asked if any questions. There were none.

Alex McKinnie made motion to approve the report and Russ Henderson seconded. Motion carried.

**PROGRAM DEVELOPMENT COMMITTEE** – Angie Moore, Community Services Director gave this report due to the absence of Danny Glidewell, Committee Chair.

Angie discussed new funding from the Department of Economic Opportunity for the Low-Income Household Water Assistance Program (LIHWAP). Funding is received in two separate grants with an overall amount of \$1,504, 622. The funds will assist with past due water/waste water bills or a reduction of cost payment. This funding is available for residents of Holmes, Okaloosa, Santa Rosa, Walton and Washington Counties. There is a \$1,000 maximum benefit per household and eligibility criteria is similar to that of the LIHEAP Program.

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We have processed three applications to date.

Angie asked if there were any question. There were none.

Alan Bush made motion to approve and Phillip Music seconded. Motion carried.

**HEAD START COMMITTEE** – presented by Kim Gillis, Head Start / Early Head Start Director in the absence of Suzan Gage, Committee Chair.

The committee discussed the budget revision. We haven't been able to hire staff for all positions this year so we have an overage in the personnel & fringes line item. We would like to move those funds from the personnel to the equipment line which would allow us to purchase a vehicle for Head Start/Early Head Start, to upgrade cameras at two centers and to install door monitoring cameras. The installation of door monitoring cameras would allow staff to know who was at the door prior to opening it. The total amount to be moved from the Head Start Personnel & Fringe line item is \$63,447. Because the car will also be for Early Head Start, we have to cost allocate with Head Start paying 85% of the cost at \$21,104 and Early Head Start paying the other 15% which is \$4,783. This amount would be moved from the personnel line to the equipment line item of the Early Head Start budget. There were two Caregiver positions that were vacant for one to two months that resulted in the extra funds in this line item.

We also discussed an IM that was received in September with suggestions of things to look at to stabilize the workforce. We may look at reducing the number of Head Start slots to be able to increase wages of staff or maybe conversion of Head Start slots to Early Head Start. Kim stated she is scheduling a strategic planning meeting to discuss these and other items on October 25<sup>th</sup> at 1:00 p.m. and would like to invite board members to attend. She said a formal invitation would be sent out closer to the date of the meeting. This will be an on-going process due to planning for the new five-year new project period in 2023-24. We would like to include any changes in that new budget period. The IM was included in the board packet.

Enrollment and hiring of staff was also discussed in the committee meeting. Kim stated we are working hard to reach full enrollment and to hire staff but we are struggling.

Kim then discussed an IM received on Reporting Child Health and Safety Incident that lists five things that must be reported to our state agency and to the Office of Head Start upon occurrence. The IM was in the board packet for members to read.

Kim stated this concluded the Head Start Committee report.

Mr. Kelley asked if there were any questions. There were none at this time.

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**HEAD START DIRECTOR'S REPORT** - Kim Gillis, Head Start/Early Head Start Director, gave the following report:

Two Policy Council meetings since the board met in August. A quorum was not established for September but a phone poll was conducted and all items were approved. A quorum was established for the October meeting with all items approved.

**Training: PIR & Eligibility.** Kim explained the Program Information Report (PIR) that is required annually. Various information is reported in the PIR. A copy of last year's Head Start & Early Head Start Report is provided in the board packet for reference. It looks at things like enrollment, health, families, staff and the different tools we use. Kim also went over the Eligibility (ERSEA) Process. ERSEA stands for Eligibility, Recruitment, Selection, Enrollment, and Attendance. This training is required annually and anytime we have new Board or Policy Council members. The application is received with child's date of birth and income. An interview is conducted and information verified then staff processes application to ensure eligibility. The Priority Criteria sheet is completed and points are assigned to develop waiting list and determine the most needy children. Eligible children are accepted first then over income children are accepted next if there are no eligible children on the waiting list. We are allowed to accept 10% over income.

September Items

Policy Council Monthly Training Topic: Program Information Report (PIR)

- ...End of Year Child Outcomes Report
- ...Strategic Planning
- ...Recruitment
- ...Hiring
- ...2021-22 Annual Report

October Items

Policy Council Monthly Training Topic: Director's Report & Eligibility

- ...Seated the new Policy Council with the exception of EHS and Elected New Officers
- ...Head Start Awareness Month
- ...Budget Revision Request
- ...Strategic Planning
- ...Five Staff under a Professional Development Plan
- ...IM – Strategies to Stabilize the Head Start Workforce
- ...IM – Reporting Child Health and Safety Incidents

There were no questions.

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**HEAD START POLICY COUNCIL REPORT** – Kim Gillis, Director gave the report in the absence of Patricia Latson, Head Start Board Liaison.

September Approvals – All Items Mailed

August Minutes  
Director's Report  
Hires/Transfers  
...Holly Watson – Chipley Head Start Cook  
...Jessica Bowden – Westville Teacher Assistant  
...Carrie Hyde – Westville Teacher Assistant  
...Malisa Yates – Westville Family Service Advocate  
...Brittany Rodriguez – EHS Floater  
...Alezavia Bryant – Walton Teacher Assistant

October Approvals – All Items Mailed

September Minutes  
Center Requests  
...Westville \$250 for Fall Festival  
...Chipley \$125 for Thanksgiving Harvest  
...CEEC \$125 for Fall Festival  
Director's Report  
Policies  
...Parent Committee – Participate in Recruitment and Screening of Head Start/Early Head Start Employees  
...Head Start Eligibility Priority Criteria  
...Budget Revision Request  
Hires/Transfers  
...Jennifer Chisholm – CEEC Floater  
...Gena Brannon – Admin Floater  
...Susan Menser – EHS Caregiver-in-Training  
...Shayna Oliva – EHS Home Visitor  
...Ivy Williams – Walton Family Service Advocate  
...Lisa Wainwright – CEEC transfer from Teacher Assistant to Teacher-in-Training  
...Brittany Rodriguez – EHS transfer from Floater to Caregiver-in-Training

Russ Henderson made motion to approve and Alan Bush seconded. Motion carried.

**PROGRAM REPORTS** - presented for information.

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**CUSTOMER SATISFACTION REPORTS** - presented for information.

Russ Henderson asked about the two notes at the bottom of the August 2022 HS/EHS Program Report regarding contracting with someone to help analyze the reduction of Head Start slots or the conversion of Head Start slots to Early Head Start. He also asked what would happen after the Head Start tracking of enrollment in September in regard to our hiring issues and meeting their requirements. Kim stated anytime we consider reduction or conversion, we have to look at the data produced by the Community Assessment so we would like to contract with someone who has that kind of expertise. They start checking enrollment in September. There is no waiver anymore. If not fully enrolled at the end of four months, they will come in and do a plan with us. We don't want them to have to come in and do a plan with us. If they do, we are given a year to reach full enrollment. This all plays into whether we are going to need to reduce numbers. Russ then asked about the hiring of staff that don't have the credentials for the position. He asked if there were any guidelines for that process and if so what is the outcome if the criteria are not met. Kim stated we must ask for a waiver but they must have their CDA to ask for the waiver. Once the waiver is requested, the employee will be on a three-year plan to achieve the required degree. Russ then asked if Head Start was paying for that training. Kim explained we have a contract with the TEACH Scholarship with the employee paying 10%, Head Start paying 10% and the TEACH Scholarship paying 80% of their schooling. For the books, staff pay 10% and the TEACH Scholarship pays 90%. Once the one-year contract is up and course completed, the employee is paid a bonus by the TEACH Scholarship. Head Start agrees to provide three hours a week of release time and pay 10% of the cost of the classes with TEACH.

**EXECUTIVE DIRECTOR REPORT** - Joel Paul reported on the following:

**Low Income Housing Water Assistance Program** - Angie Moore covered this topic in the Program Development Report with funding to assist with water bills. We are excited but it will be a lot of work for this new program. We will provide updates as we work through the process.

**DRSF Funding for Hurricane Michael** - closing out the Hurricane Michael DRSF Program in the four county area. This also has been a very difficult program. It has been over four years since the Cat 5 Hurricane hit NW Florida.

**Audit** – the yearly audit by Carr, Riggs, & Ingram has started. We anticipate having the audit report communicated to the board at the January 2023 meeting. Our expectations are for a clean audit with no findings. Staff takes pride in adhering to State and Federal regulations and it reflects in a good audit report.

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**Employment** – most of our programs are still trying to hire staff. We seem to be close to filling most of the positions. A shortage of workers is seen throughout the region. Every program is working hard, often with staffing shortages. We want to commend everyone for making it happen for our clients. Mr. Paul concluded his report.

Mr. Kelley thanked Mr. Paul for his report and also thanked staff for oftentimes working under very tough conditions but always finding a way to deliver.

**CHAIR REPORT** – nothing to report.

**NEW BUSINESS** –

**Community Action Plan Update** – this CAP Plan begins with the Community Needs Assessment and flows into Strategic Plan and then captured in the Community Action Plan. The CAP Plan is updated annually.

Alan Bush made a motion to approve the Community Action Plan and Bruce Smith seconded. Motion carried.

**Board Forms** – remind all members to return the forms that were in the packet via email, fax or regular mail.

**ROMA TRAINING** – Angie Moore, Certified ROMA Trainer conducted the training referring to the handouts included in the board packet.

The ROMA cycle was discussed at a prior training. For this training, Angie discussed how and why we have ROMA. It is a mandatory performance based management system for the entire Community Action Network. It documents how the services rendered make a difference in the clients or community that receive the services.

Management in the ROMA System looks at what community needs are to be addressed, the strategy to address them, the results to be achieved and how programs will be implemented.

The Accountability part of ROMA measures and records what improvements resulted from the services or intervention and uses that information to determine the overall effectiveness of the services or agency programs.

The Organizational Standards that Community Action Agencies must meet has ROMA embedded throughout them. The standards require Board Members receive ongoing ROMA training. Staff are also required to have ongoing training. Training is updated as new information becomes available.

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ROMA Standards are directed at the leadership of the agency stating they should have the foundation elements and the implementation of a good management system which is ROMA. The agency's Community Action Plan and Strategic Plan document the continuous use of the full ROMA cycle.

Angie concluded the training and asked if there were any questions. No questions were asked.

**OLD BUSINESS –**

CSBG DRSF (THF) Monitor Report Update – the monitor report was updated with no findings.

**PUBLIC COMMENTS –**

Public Speaker declined to comment at this time.

The meeting adjourned at 6:00 p.m.

  
CHAIR

11/16/22  
DATE

SECRETARY

DATE

As recorded by Sharon Kent, Board Liaison; 10/13/22



**Tri-County Community Council, Inc.**

P O Box 1210

302 North Oklahoma Street

Bonifay, Florida 32425

**Finance Committee Meeting**

October 13, 2022

4:15 p.m.

**Agenda**

1. Financial Status Reports (Temp through 9/30/22) (Multi on White) –
2. Balance Sheet (White) –
3. Credit Card Purchases (Green) –
4. Annual Agency Wide Budget FY 2022-23 (Multi) -
5. TD Non-Sponsor Grant Cash Match (10%) -
6. Attorney Response to RFQ -
7. Annual Incentive -
8. Adjourn

**TRI COUNTY COMMUNITY COUNCIL, INC.  
302 NORTH OKLAHOMA STREET  
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**Finance Committee Meeting Minutes**

**October 13, 2022**

Date & Time: October 13, 2022 - 4:15 p.m. via Google Meet

Members Present: Howard Vanslow

Staff Present: Heather Craft & Hope Sharpe

The Finance Committee was sent copies of documents before the meeting.

Heather gave a review on the following items:

Financial Status Reports – The report shows all of our grants. This report is temporary, due to the agency closing out our fiscal year. We will have a final report at our meeting in November.

Balance Sheet – This reflects the financial position of the agency, our assets and liabilities.

Credit Card Purchases – Report shows purchases made in July and August. Nothing out of the ordinary to report.

Annual Budget for FY 2022-2023 – This report shows the projected revenue and expenses for the 2022-2023 fiscal year.

TD Non-Sponsor Grant Cash Match 10% - We expect to meet the 10% match.

Attorney Response to RFQ – Mr. Carter was the only attorney to respond to our RFQ. We are continuing with his monthly retainer.

Annual Incentive- We are requesting approval for an annual incentive. In the past we have given \$300, based on the most recent evaluation on file. Last year we were able to give \$500, due to extra funding we had received from COVID. We would like to give \$500 this year, as well. Full-time employees will receive \$500, part-time employees will receive \$250, and employees who have been here less than 6 months will receive \$125. (Next year will revert back to \$300.) The estimated cost will be \$52,000.

The attending committee member was in favor to submit the items to the board for approval.

Recorded by: Hope Sharpe – Finance Officer

10/13/2022

## Program Development Committee

### Minutes

October 13, 2022

The Program Development Committee met on October 13, 2022 via zoom.

Angie Moore opened the meeting with a roll call at 4:15 p.m.

Members present:

Jerri Faircloth

Members not present:

Alan Bush

Danny Glidwell

Anthony Hill

Angie went over the new program, Low-Income Household Water Assistance Program (LIHWAP).

The program consist of assisting low-income families with past due water/waste water bills or a reduction of cost payment. The LIHWAP program will be administered in five counties, Holmes, Okaloosa, Santa Rosa, Walton, and Washington.

There is a \$1,000.00 maximum benefit per household. The \$1,000.00 can be a combination of past due bills or a reduction of cost benefit.

The program will operate with a matrix similar to the LIHEAP program that determines the amount each household receives based on household size and income.

The agency will use a new data system created by DEO.

Angie asked with there were any questions.

There were no questions.

The Meeting was adjourned at 4:30 p.m.

Tri-County Head Start/Early Head Start  
Board of Directors  
Head Start Committee Meeting  
October 13, 2022

**AGENDA**

Discussion on the following –

Budget Revision Request  
Strategic Meeting October 25, 2022 at 1:00 pm  
IM – Strategies to Stabilize the Head Start Workforce  
Enrollment and Hiring Staff  
IM – Reporting Child Health and Safety Incidents

Adjournment

**Sign-in**

Present via Zoom Call

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Malcolm Nelson - Board Member

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Kim Gillis - Staff

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Sharon Kent - Staff

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Absent:

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Suzan Gage

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Patricia Latson

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Anita Halling

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TRI-COUNTY COMMUNITY COUNCIL, INC.  
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HEAD START COMMITTEE MINUTES

October 13, 2022; 4:15 p.m.

Members present: Malcolm Nelson

Member(s) absent: Suzan Gage, Anita Halling, Patricia Latson

Staff present: Kim Gillis, Sharon Kent

Kim opened the meeting by discussing the first thing on the agenda, the budget revision request. Due to the lack of being able to hire staff for all positions this year, we have an overage in personnel costs. We would like to transfer funds from the personnel & fringes to equipment line item to purchase a vehicle for Head Start, upgrade camera systems at two of our centers, and for the installation of door monitoring cameras. During an active shooter training, when talking about safety, staff stated they didn't have peep holes so they would just have to open the door to people. These monitoring cameras would allow staff to see who is at the door prior to opening it. The amounts are estimated because the SUV we got a quote on may not be available by the time we get the revision approval. We want to move \$63,447 from the Head Start Personnel & Fringe Benefits to the Equipment line item. \$27,104 is for equipment vehicle purchase line item, \$26,293 for the camera systems for two centers, and \$10,050 to install door monitoring cameras. We also have to look at Early Head Start because the vehicle would be used for both programs so we have to cost allocate 85% to Head Start & 15% to Early Head Start. The \$27,104 is 85% of the total cost of the vehicle so Early Head Start would be paying \$4,783 which is the other 15%. The \$4,783 would be moved from Early Head Start Personnel & Fringes line. Two caregiver positions were vacant for at least one to two months resulting in this overage. The total amount of funds to be moved for both programs is \$68,230. Kim asked if Mr. Nelson had any questions or concerns. Mr. Nelson said he did not see a problem.

Stabilizing the Workforce was discussed next. We received an IM in September with some suggestions of things we could look at in our programs and ways we could make some changes. With us soon to be entering our new five-year budget period, in the 2023-24 year, we have discussed reducing the number of children we serve in Head Start to be able to pay staff more. We have also considered converting slots to Early Head Start because they have more on the waiting list. This IM gives us some ideas of things to be looking at to stabilize our workforce so with that, and the new budget year coming up, we need to be planning because we have to create new goals and several other things have to be done in this process. Kim stated she would like to have a strategic planning meeting on October 25<sup>th</sup> at 1:00 p.m. with policy council, board members and at least one position from each Head Start representation to meet and discuss some of the things that we want to look at and then maybe do some sub-groups to look at certain areas. A formal invitation will be sent closer to the time, likely next week. Kim asked Mr. Nelson if he would be interested in attending. Mr. Nelson stated he would be out of town on October 25<sup>th</sup>. Kim said maybe he could attend future planning meetings.

We are really struggling with enrollment and hiring staff. We are not at full enrollment. Two sites are full with the exception of Early Head Start which has had a few children drop but they have enough on the waiting list to be full. We have a couple of sites that are struggling with getting enough children. The Family Service Coordinator has been meeting with the Family Service Advocates and discussing some ways of doing recruitment. We are constantly putting pictures on Facebook showing the public what we are doing and trying to get the word out about our program. We want the board to be aware of our struggles. We have been able to hire some new employees, so we are at least 80% fully staffed but they are coming in without the requirements that Head Start needs. We are also transferring existing staff into positions that

are supposed to have a degree but don't. A professional development plan is in place for these staff members and we will follow them to ensure they are on task to get what they need. This is how we are trying to make it but we wanted to make the board aware that we are struggling.

The last thing discussed was the IM received on Reporting Child Health and Safety Incidents. There are certain things that take place in the center that we are required to report to our state which is DCF and also to the Office of Head Start. We have specific a length of time to report those incidents or we could get in trouble. Now, they have listed specific reportable incidents on this IM. Kim said that one of those she didn't know was a reportable incident is the unauthorized release of a child. If a child is released to someone not on the approved list that had permission to pick up the child, it is now something that would have to be reported. There are five reportable incidents listed on the IM: Child Injury that Required Hospitalization or Emergency Room Treatment, Inappropriate Discipline, Potential Child Abuse and Maltreatment, Lack of Supervision and Unauthorized Release of a Child. Kim attended a webinar earlier today and someone asked how long could a child be unattended before it becomes reportable. The answer was for three minutes or longer. Kim said we try our best to make sure staff know the rules, has adequate training for active supervision, and they try to redirect children to help with behavior issues before using time out as a last resort.

Kim asked Mr. Nelson if he had any questions. Mr. Nelson asked what the reason for the difficulty in getting staff. He noted the recent increase in salaries. Mr. Nelson said he was aware this was an ongoing issue for public school systems as well but is curious as to what is our situation. Kim stated some of it is the pay but said that even the Walton County school system has better pay and benefits and they are too having issues filling positions so she is not sure about that. Kim stated that behavior of children is also a reason teachers are leaving the field. It is difficult for the teachers when they know they are coming in everyday and get hit, spit on etc. and nothing they can really do about it. It affects their mental health. Mr. Nelson stated he understood that.

Kim waited a few more minutes to adjourn the meeting to allow for others to join. No others joined so meeting adjourned at 4:32 p.m.

Recorded by: Sharon Kent; 10/13/2022